

Chaperone Handbook

updated 7/21/2016

Please read this handbook thoroughly and sign the back page.

To a great degree, the success of the band is dependent on the level of involvement and the dedicated support of parents and other volunteers who are willing to devote their time and service to the band. Certain events require that chaperones will need to be in attendance, and at those times at the Band Director's discretion, selected parents, faculty, and/or community members will act as chaperones at band activities.

The coordination and selection of chaperones will be the responsibility of the Band Director alone. The selection of chaperones is not under the direction or suggestion of the Kelso Instrumental Music Boosters or any parent(s). It is the desire of the Band Director that a large number of parents be involved in the active support of the KHS Band whether through chaperoning, participating in fundraisers, or just attending a performance. Chaperone spots will be shared among as many different parents as possible so that everyone who wishes to, receives a turn. The Band Director does not and will not justify chaperone selection decisions, as often times decisions are made based on confidential student information. The Band Director will select chaperones that are qualified and will best fit the needs of the current situation.

Anyone who volunteers to chaperone accepts certain responsibilities and will be expected to perform duties as appropriate to the specific situation and event. Persons chaperoning are required to have on file current KSD Volunteer Paperwork. This paperwork can be found on our website or filled out in the main office at Kelso High School.

General Rules and Responsibilities of Chaperones

1. Report on time. This is usually 30 minutes prior to the student's report time for an activity.
2. Dress appropriately. Parent chaperones are expected to maintain the highest forms of modesty at all times. This includes both how revealing clothing is and the subject matter that may be printed on clothing. Furthermore, be sure to dress for physical activities with which you might have to help. (Example: marching band competition chaperones will be asked to help move equipment long distances and should therefore wear appropriate shoes.)
3. Chaperones must be available to the band at all times. Chaperones are on duty for the entire event they are chaperoning. A student in the band should be able to locate you at any given moment to solve a problem or emergency. This means that chaperones will travel with the ensemble through warm-ups, sit in the audience during performances, and travel again with the ensemble to any clinics or critiques. Chaperones will also be responsible for taking shifts during overnight trips for room supervision, hall supervision, or gym supervision.
4. Chaperones must comply with all KHS, KSD, and Kelso Band policies. This includes those regarding the prohibition of the use of alcohol, drugs, tobacco, and appropriate language for the entire length of the event.

5. The authority of chaperones is limited to general supervision of students and to guide and assist the students with safety and appropriate behavior. If you have a problem with any student not following directions or showing respect, report to the Band Director immediately. All discipline problems will be handled by the Band Director.
6. If a student becomes ill enough (in the opinion of the chaperone) to warrant medical attention or calling his/her parents, the Band Director is to be informed immediately. The Band Director will be responsible for contacting emergency medical services and discussing the problem with parents. If, in a rare instance, the Band Director cannot be located and an ambulance must be called, please do so while continuing to locate the Band Director. This should be a last resort.
7. One of your main jobs is to be extra eyes and ears for the Band Director. The director might ask you to complete a specific task, go to a certain location, or help move certain equipment. It is expected that you will comply and help out in any way possible. It is also expected that, in the absence of the Band Director's immediate presence, you will make sure KHS students uphold the same standards as the Band Director would expect of them. If a student requires medical attention or an ambulance ride, the Band Director will select one chaperone to accompany that student and provide the Band Director with constant updates on the student's well-being.
8. Please be reminded that your children who are not current KHS band members are not to be brought with you when you chaperone. Guests are also not permitted. Only students currently involved in the activity and selected parent chaperones will be permitted on the bus.
9. The Band Director will give out a personal cell phone number to all parent chaperones. This number can be used for contacting the band director via phone call or text at any time during the trip. This number, however, is NOT to be shared with any student under any circumstance. Furthermore, the convenience of constant communication should be limited to the trip alone. Upon returning to Kelso, parents should resume normal means of communication with the Band Director via school email or the band office telephone. Past parent chaperones should not feel entitled to text the Band Director or calling the Band Director's cell phone just because they did so while on a school functioned trip.
10. The Band Director will provide each chaperone with a roster of students. This roster will include confidential information about each student such as cell phone numbers, date of birth, allergies, and emergency contacts. It is expected that this information is kept confidential and only used in an emergency. At the conclusion of the trip this information should be destroyed or returned to the Band Director.

Transportation & Bus Guidelines

1. All students and parent chaperones will ride to and from school sanctioned events on a KSD School Bus or other form of KSD approved transportation.
2. Parent chaperones are not to drive any student other than their own at any time.
3. Students may ride home with their own parent from an event, but only if approved by the Band Director. Parent Chaperones do not hold the authority to approve a student leaving with their parent from an

event. If a student asks you for permission to leave an event with their parent/guardian, please refer them to the Band Director.

4. If our event is using KSD vans for transportation, only Type II Van Certified drivers are allowed to operate the vehicle, and only those drivers who are also approved by KSD. The Band Director or other KSD staff with said verification should be the only ones operating vans. No parent chaperone should ever drive a KSD van without both of these verifications.
5. Students must remain seated and buckled up (if applicable) at all times during transport. Students should not be standing up and walking around. They should not be kneeling on the seat and talking to the person behind them. They should not be putting their arms, heads, feet, or any objects out the window.
6. Students are not to use flash photography or the flashlight app on their phones during transit as it might blind the bus driver.
7. While riding the bus, it is important that parent chaperones spread out from front to back. The Band Director will always sit in the first seat of the first bus. Parent chaperones should spread out from each other and sit in the middle and back of the bus. If multiple buses are being used, the Band Director will select one of the assistant directors or parent chaperones to be in charge of the second/third, etc. buses. This staff member or parent should sit in the front seat of that bus. Other parent chaperones should spread out among all of the buses, and spread out from middle of the bus to back of the bus.
8. If you are selected to be a parent chaperone in charge of a bus, and therefore sit in the front seat, it is expected that you will do hourly (or more often) bus walks. The parent in charge should speak with the bus driver before departing the school and verify that they are okay with bus walks (most of them are.) A bus walk consists of walking from the front of the bus to the back, and then back to the front. On the walk you should be checking that every student is sitting properly in their seat, that every student is facing forward, and most importantly that students are not touching each other in an inappropriate manner or doing anything illegal. **Please treat students as you would anyone riding in your own car. If you wouldn't allow your kid to exhibit inappropriate behavior in the back of your car, don't let them do it on the bus.** Students should be asked to lift up blankets and show both hands. It is OK if students put their arm around their neighbor and lean on each other, but anything past that should be stopped immediately.
9. The noise level of the bus must be monitored and maintained. Students should not be speaking in a voice loud enough to pass three seats in front or behind them. If a student is speaking too loudly on the bus or is playing music too loudly, please ask them to quiet down. Occasionally students will like to sing as a whole bus or do goofy things. Check with the bus driver, and if they are OK with it, you can let that happen at your discretion. Usually the Band Director will let these shenanigans go on for a short while before asking them to stop.
10. Language and activities on the bus must be appropriate. Often times students get on the bus and feel like they are closed in and are in a small, safe place. Because of this façade of privacy they will start using vulgar language or talking about crude subjects with each other. This must be stopped. Furthermore, they will play inappropriate games such as Cards Against Humanity or Truth or Dare. It is

important for students to remember that while these might be acceptable in their own household, they are designed for a more mature audience and should not be played at a KHS band event.

Overnight Guidelines

1. Male students and chaperones will only be permitted in male rooms. Female students and chaperones will only be permitted in female rooms. The only reason a female chaperone should enter a male room or a male chaperone should enter a female room is in an emergency. Furthermore, if a male student is caught in a female room, or vice versa, this needs to be reported to the Band Director immediately.
2. Once curfew is in effect, all students are to remain in their room until breakfast time the next morning.
3. Overnight chaperones will be designated a block of hotel rooms/students to supervise. Male chaperones will be assigned to male students and female chaperones will be assigned to female students. Chaperones are in charge of verifying that all students are in the room at curfew check, and are responsible for arming that room with a slip of paper in the crack before it closes.
4. Beyond that, chaperones will take turns in shifts to do hallway walks and to verify that all pieces of paper are still in place, confirming that no student has snuck out. If a student is believed to have snuck out, the Band Director must be informed immediately.
5. While doing curfew room checks, parent chaperones should walk fully into the hotel room and must visually see every student's face. That means if the kid is taking a shower, they need to get out of the shower and prove they are there. Parent chaperones should be cognizant of what is in the room and the smells of the room. If you notice alcohol, drugs, tobacco, or if the room smells of cigarette or marijuana, contact the Band Director immediately.
6. If the group is staying on a gym floor, all female students will sleep against the wall on one side of the gym and all male students will sleep against the opposite wall. Parent chaperones and Band Director will sleep in a line down the middle. Parent Chaperones will take shifts throughout the night so that there is 24/7 supervision. Under no circumstance should a male student cross the line to the female side, or vice versa. All changing must take place in the bathroom or locker room. Students must sleep fully clothed in pajamas (no boxer shorts, sports bras, etc.)

Event Guidelines

1. The KHS band program always moves together, sits together, etc. Please spread yourself out amongst the students and sit among them, move with them, etc. Do not permit a group of students to go sit by themselves. Students may go to the concessions/gift booths/bathrooms, etc. without you but they should always be traveling in pairs.
2. Be cognizant of how long students are gone from the audience while at an event. They shouldn't be gone for more than one performance. One parent chaperone should occasionally walk around the hallways of the venue/concession area to ensure our students are where they should be and behaving appropriately.

3. While at the event it is imperative that our students maintain the most professional behavior possible. As a parent chaperone, it is your job to ensure they are following simple guidelines:
 - a. Talking with an inside voice
 - b. Not using profanity
 - c. Not talking negatively about another group at the event
4. Students should remain in their full concert attire at all times unless the Band Director has given them the OK to change into street clothes. That means if you see a kid with their shirt untucked, they need to tuck it in.
5. While the students are sitting and listening to other groups perform, no talking is permitted. You must monitor students and make sure they are not talking during a performance.
6. Often times at competitions or festivals the Band Director will leave the students to go to specific workshops or to network with other Band Directors. Parent Chaperones are expected to keep the students together and behaving appropriately.

Closing Statement

The service you will be providing to the students, Band Director, and KHS Band Program is huge and we want to thank you in advance for your service. Being a Parent Chaperone is not easy, as you will have to be alert at all times. It is, however, quite rewarding to travel with the band behind-the-scenes and watch their successes. In general, treat every student on the trip as if they were your own. Protect them if they need protecting, school them on proper behavior if they need schooling, and interact with them throughout the day. Every student should know your last name and should feel comfortable approaching you on the trip.

Please detach and sign the back page and return it to the Band Director prior to the event which you are chaperoning. A new form must be signed every school year, but lasts for the duration of that year.

If you have any questions or concerns about anything you read in this packet, please feel free to email the Band Director or set up an appointment prior to the event you are chaperoning.

Signed Statement of Understanding

2015-2016

I have read and understand my duties as a parent chaperone. I understand that the Band Director reserves the right to remove my responsibilities at any time or not select me in the future if I do not fulfill these guidelines. I understand that simply turning in this piece of paper does not ensure I will be selected as a chaperone. The Band Director will make selections based on the needs of the group and do everything possible to allow multiple parents the chance to chaperone.

Chaperone First & Last Name: _____

Student's Name or Relation to Band Program: _____

Cell Phone Number to be used on trip: _____

Do you have current KSD Volunteer Paperwork on hand with KHS?

- Yes No, but I am working on it.

Is there a specific event, or specific ensemble, that you are hoping to chaperon?

Date: _____ Signature: _____